



UNDER SECRETARY OF DEFENSE
1100 DEFENSE PENTAGON
WASHINGTON DC 20301-1100

AUG 12 2002



COMPTROLLER

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Financial Management-Related Professional Certifications, Licenses and Related Expenses

Section 1112 of the National Defense Authorization Act for Fiscal Year 2002, Public Law 107-107, enacted Title 5, United States Code, section 5757. Section 5757, which allows federal agencies to pay for professional certifications, licenses and related expenses for civilian personnel was implemented in the Department by the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD(P&R)) on June 17, 2002. Under that policy, delegated authority to approve payment for licenses, certifications, and related expenses was given to the Heads of the Department of Defense (DoD) Components with appointing authority, and to the Director, Washington Headquarters Services (WHS), for the Office of the Secretary of Defense and other organizations receiving civilian personnel support from the WHS. Payment for a particular certification, license, or any other related expense may be made for costs incurred on or after the date a Component approves payments related to that certification, license or related expense.

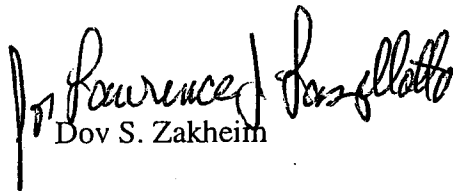
This new authority gives the Department an important tool for use in developing and improving the knowledge, skills, and abilities of our civilian financial management workforce. The Civilian Financial Management Workforce Development Workgroup has determined that the certifications on the attached list will be the most beneficial in realizing the benefits of this new authority. I strongly recommend that those certifications be approved for payment of expenses incurred by members of the financial management workforce or by Components on their behalf. If additional certifications are proposed for approval, I request that they be forwarded to this office for evaluation to determine whether they should be added to the list.

My office has centrally budgeted funds to be used exclusively to pay for professional certifications on the attached list and associated expenses. Therefore, I ask that the Assistant Secretaries of the Military Departments (Financial Management and Comptroller) and the senior financial managers of the other DoD Components to provide their anticipated requirements for such payments: (1) from the date of such approval to the end of fiscal year 2002 and (2) for fiscal year 2003 together with the name, e-mail address and telephone number of a point of contact. Please submit this information by August 19, 2002.



Once we receive your funding requirements, the Office of the Deputy Comptroller (Program/Budget) will provide funds to your designated office in accordance with such requirements. In addition, I ask that the Assistant Secretaries of the Military Departments (Financial Management and Comptroller) and the senior financial managers of the other DoD Components submit a quarterly report to this office that includes: name of employee, name of license/certificate, cost of license/certificate, cost of initial certificate or renewal, and amount and date paid.

My point of contact for this matter is Ms. Geri Manning. She can be reached by e-mail: manningg@osd.pentagon.mil or by telephone at (703) 602-0155.


Dov S. Zakheim

Attachment

cc: Under Secretary of Defense (Personnel & Readiness)

Financial Management Professional Certifications

1. Accredited Financial Examiner (AFE)
2. Certified Cash Manager (CCM)
3. Certified Defense Financial Manager (CDFM)
4. Certified Financial Planner (CFP)
5. Certified Fraud Examiner (CFE)
6. Certified Government Audit Professional (CGAP)
7. Certified Government Financial Manager (CGFM)
8. Certified Financial Manager (CFM)
9. Certified Information Systems Auditor (CISA)
10. Certified Internal Auditor (CIA)
11. Certified Management Accountant (CMA)
12. Certified Public Accountant (CPA)
13. Certified Public Finance Officer (CPFO)
14. Certified Cost Estimator/Analyst (CCE/A)
15. Certified Cost Consultant (CCC)